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27 MAY 1977

MEMORANDUM FOR: Secretary, Executive Advisory Group

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Cost Estimates Relative to Consideration of Possible
Changes in Agency One-Grade Promotion and Over-
time Compensation Policies

REFERENCE : Requirement generated at EAG meeting on 10 May 77

In response to the request generated at the EAG meeting of 10 May 1977 for cost estimates relative to consideration of possible changes in current Agency overtime compensation and one-grade promotion policies, the following information is provided:

- (1) Cost estimates of all non-compensated overtime performed by GS-12's and above if allowed by Agency policy.

Data relative to the amount of non-compensated hours of overtime work performed by employees GS-12 and above is not recorded in time and attendance reports and is not available in either the Office of Finance nor the Office of the Comptroller's records.

Data necessary to develop compensation cost estimates for non-compensated overtime performed can be developed by either conducting a survey of GS-12's and above--a course of action not recommended at this time--or by instituting a special time and attendance report for a specified period of time to develop a data base from which cost estimates could be established. All compensated overtime paid to GS-11's and below and GS-12's and above (in excess of 48 hours of work) recorded by the Office of Finance in CY-1976 amounted to \$5,987,071.

- (2) Cost estimates relative to policy change of one grade to two grade promotions (GS-07 through GS-11 level).

Comparisons based on Calendar Year 1976 promotion data based on pay rates effective 10 October 1976.

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a. Comparative costs of actual promotions in CY-1976 under single grade versus two grade policy.

	<u>GRADE</u>	<u>NUMBER</u>	<u>COST PER PROMOTION</u>	<u>TOTAL</u>
(1) Single grade policy	GS 07-08	188	\$856	\$160,928
	GS 09-10	300	\$957	\$287,100
(2) Two grade policy	GS 07-09	188	\$2190	\$411,720
	GS 09-11	300	\$2489	\$746,700

b. Additional annual costs under two grade policy.

<u>GRADE</u>	<u>ADDITIONAL COST</u>
GS 07-09	\$250,792
GS 09-11	\$459,600
TOTAL	\$710,392

(Signed) F. W. M. Janney
F. W. M. Janney

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